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**APPROVED JANUARY 13TH, 2021  
EXECUTIVE COMMITTEE MEETING MINUTES**

**STATE WORKFORCE DEVELOPMENT BOARD**

**DATE:** October 8, 2020  
**TIME:** 11:00 a.m. – 12:30 a.m.  
**LOCATION:** Google Meet: <https://meet.google.com/wsi-orwu-qkk?authuser=0>  
(US) +1 415-787-7311 PIN: 505 773 581

**MEMBERS PRESENT:** Megan Ralphs  
Gary Harter  
Jim Boyd  
Thomas Montoya  
Joey Gilbert  
Elizabeth Carver  
Sarah Brenna  
Brian Olmstead

**EXCUSED:** Sandy Terry  
Mahal Roesser

**STAFF PRESENT:** Kimberley Bartel  
Lindsay Cropper  
Nycole Tylka

**QUORUM:** YES

<b>ACTION ITEM(S):</b>	<b>Responsible</b>	<b>Due Date</b>
1. Identify potential representative from the energy sector	Liz Carver	ASAP
2. Employer survey results will be shared in the next meeting	Kim Bartel	04/01/2021
3. Review updated recertification guidelines	Committee	1/14/2021
4. Identify a Chair for Services to Individuals with Disabilities	Liz Carver	ASAP

**1. WELCOME AND OPENING BUSINESS**

Board Chair Megan Ralphs called to order the State Workforce Development Board (SWDB) virtual meeting on October 8, 2020 at 11:09 a.m.

**A. APPROVAL OF MEETING MINUTES FOR JULY 9TH MEETING**

Board Chair Megan Ralphs called for a motion to approve the minutes from the meeting on July 9th.

**MOTION:** Brian Olmstead

**SECOND:** Sarah Brenna

**Approve:** All

**Oppose:** None

**B. REVIEW BOARD MEMBERSHIP**

Lance Lehnoff's role with the board may be changing. Due to the change a new energy representative will be needed for the committee. Board Chair Megen Ralphs asked Liz Carver and Kim Bartel to assist in identifying potential representatives.

**C. REVIEWED ACTION ITEMS FROM PREVIOUS MEETING**

- a. Kim Bartel requested the action item to review employer survey data be moved to January. **Per the Executive Committee on January 13, 2021, review of the employer survey data is deferred to April 2021.**
- b. Leah Labato will provide updates on workshops for ADA during the full SWDB. Sarah Brenna will send interested members ADA presentations and share information about USOR/Vocational Rehabilitation's 100th anniversary celebrations closer to the events.

**2. TOOELE CERTIFICATION**

Committee member Gary Harter reported out on the Tooele Certification. Due to COVID-19, the Certification was completed virtually. The Certification board member group recommended the Tooele office for Certification.

Voting on the Tooele office's Certification will occur in the full board meeting in the afternoon.

**3. RECERTIFICATION**

The Executive Committee discussed updating the recertification process for the One Stop Centers.

- A. Gary Harter proposed that the updated recertification criteria and tool will be presented at the January 14th, 2021 board meeting.
- B. The Price office will be recertified in November.

**4. CHAIR FOR SERVICES TO INDIVIDUALS WITH DISABILITIES**

The Executive Committee discussed the need of a Chair for the committee on Services to Individuals with Disabilities Committee.

- A. Various options were explored. Liz Carver will follow-up on the potential options.

**5. WIOA MOU/IFA UPDATE**

The Executive Committee discussed the status of the WIOA MOU/IFA.

- A. Final signature pending from Job Corps representative.

**6. DWS WORKSHOPS**

Nycole Tylka discussed DWS job seekers workshops with the Executive Committee. Committee Chair Megen Ralphs asked all committees to review the workshops and explore how they could utilize them in their efforts.

**7. COMMITTEE UPDATES & CHARTERS**

A. APPRENTICESHIPS COMMITTEE

Joey Gilbert reviewed the updated Apprenticeship Committee Charter with the Executive Committee

- A. Committee Chair Megen Ralphs called for a motion to approve the updated Apprenticeship Committee Charter

**MOTION:** Joey Gilbert

**SECOND:** Gary Harter

**Approve:** All

**Oppose:** None

B. YOUTH COMMITTEE

Tommy Montoya reviewed the updated Youth Committee Charter with the Executive Committee.

- A. Committee Chair Megen Ralphs called for a motion to approve the updated Youth Committee Charter.

**MOTION:** Joey Gilbert

**SECOND:** Jim Boyd

**Approve:** All

**Oppose:** None

C. SERVING INDIVIDUALS WITH DISABILITIES COMMITTEE

Sarah Brenna reviewed the updated Services to Individuals with Disabilities Charter with the Executive Committee.

- A. Committee Chair Megen Ralphs called for a motion to approve the updated Services for Individuals with Disabilities Committee Charter.

**MOTION:** Tommy Montoya

**SECOND:** Brian Olmstead

**Approve:** All

**Oppose:** None

D. CAREER PATHWAYS

Jim Boyd reviewed the updated Career Pathways Charters with the Executive Committee.

- A. Committee Chair Megen Ralphs called for a motion to approve the updated Career Pathways Committee Charter.

**MOTION:** Gary Harter

**SECOND:** Tommy Montoya

**Approve:** All

**Oppose:** None

E. OPERATIONS COMMITTEE



Gary Harter reviewed the updated Operations Committee Charter with the Executive Committee

- A. Board Chair Megen Ralphs called for a motion to approve the updated Career Pathways Committee Charter.

**MOTION:** Gary Harter

**SECOND:** Brian Olmstead

**Approve:** All

**Oppose:** None

## 8. NEW BUSINESS

The Utah Economic & Energy Summit is on October 26th. The board has available spots. During the afternoon board meeting, Board Chair Megen Ralphs will ask for interested individuals to contact her.

## 9. ADJOURNMENT

Board Chair Megen Ralphs called for a motion to adjourn the SWDB Executive Committee virtual meeting on October 8, 2020 at 12:20 p.m.

**MOTION:** Brian Olmstead